



JENNIFER M. GRANHOLM  
GOVERNOR


STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JEREMY M. HUGHES, Ph.D.  
INTERIM SUPERINTENDENT  
OF PUBLIC INSTRUCTION

March 28, 2005

TO: State Board of Education

FROM: Jeremy M. Hughes, Ph.D., Chairman 

SUBJECT: Approval of Criteria for the Application to Receive Section 74  
School Bus Driver Training Funding

Training for school bus drivers has been mandated and funded through State Aid since 1969. Recipients statutorily include intermediate school districts and state approved colleges and universities. Required training topics include a beginning curriculum, mandatory six hours of continuing education every 2 years, as well as continuing education for persons in charge of transportation operations.

The criteria being used to set program objectives is necessary to ensure that Michigan school bus drivers receive standardized, up-to-date training.

It is recommended that the State Board of Education approve the criteria for the Application to Receive Section 74 School Bus Driver Training Funding as attached to the Superintendent's memorandum dated March 28, 2005.

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT  
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER  
NANCY DANHOF – NASBE DELEGATE • ELIZABETH W. BAUER  
REGINALD M. TURNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
www.michigan.gov/mde • (517) 373-3324

MICHIGAN  
STATE BOARD OF EDUCATION

**Criteria for Receipt of Section 74 State Aid for School Bus Driver Training**

The State Board of Education has adopted as its Strategic Goal "Attain substantial and meaningful improvement in academic achievement for all students/children with primary emphasis on high priority schools and students." In addition, the State Board has adopted the following five Strategic Initiatives to implement the goal:

- Ensuring Excellent Educators
- Elevating Educational Leadership
- Embracing the Information Age
- Ensuring Early Childhood Literacy
- Integrating Communities and Schools

To the extent possible, all grant criteria and grant awards will include priority consideration of the Strategic Goal and the Strategic Initiatives.

**BACKGROUND/PURPOSE OF GRANT**

☐ Competitive    ☐ Formula    ☐ New    ☐ Continuation    *(check all that apply)*

Training for school bus drivers has been mandated and funded through State Aid since 1969. Prior to Proposal A, the authorization contained in Sec. 74 of the State Aid Act to reimburse costs associated with the training mandates of MCL 257.1851 were paid from the former Sec. 71 categorical funding for transportation. The appropriation has not increased since that time. It has become necessary to prorate amounts paid and set specific criteria for eligibility to receive funds. Recipients statutorily include intermediate school districts and state approved colleges and universities. Required training topics include a beginning curriculum, mandatory six hours of continuing education every 2 years, as well as continuing education for persons in charge of transportation operations.

**LEGISLATION**

MCL 388.1674 School bus driver safety instruction or driver skills road tests; cost of instruction and driver compensation; nonspecial education auxiliary services transportation.  
Sec. 74.

(1) From the amount appropriated in section 11, there is allocated an amount not to exceed \$1,625,000.00 for 2004-2005 for the purposes of subsections (2) and (3).

(2) From the allocation in subsection (1), there is allocated each fiscal year the amount necessary for payments to state supported colleges or universities and intermediate districts providing school bus driver safety instruction or driver skills road tests pursuant to sections 51 and 52 of the pupil transportation act, 1990 PA 187, MCL 257.1851 and 257.1852. The payments shall be in an amount determined by the department not to exceed 75% of the actual cost of instruction and driver compensation for each public or nonpublic school bus driver attending a course of instruction. For the purpose of computing compensation, the hourly rate allowed each school bus driver shall not exceed the hourly rate received for driving a school bus. Reimbursement compensating the driver during the course of instruction or driver skills road tests shall be made by the department to the college or university or intermediate district providing the course of instruction.

(3) From the allocation in subsection (1), there is allocated each fiscal year the amount necessary to pay the reasonable costs of nonspecial education auxiliary services transportation provided pursuant to section 1323 of the revised school code, MCL 380.1323. Districts funded under this subsection shall not receive funding under any other section of this act for nonspecial education auxiliary services transportation.

## **RATIONALE FOR CRITERIA**

The criteria being used to set program objectives and uniformity of expenditures is necessary to assure that all Michigan school bus drivers receive uniform and the most inclusive training possible for the limited allocation available to assure the safety of Michigan's schoolchildren.

## **CRITERIA**

■ Defined in Legislation      □ Defined in Department's Grant      ■ Proposed by Staff

- Each approved agency and/or consortium shall be responsible for all Beginning/Advanced School Bus Driver and Transportation Supervisor training for a designated ISD, as approved by the Department of Education. An ISD may serve as its own fiscal agent, or may participate in a consortium, but not both. An ISD may participate in only one consortium.
- Beginning Bus Driver courses must be offered, at a minimum, every 90 days in order to accommodate newly hired bus drivers and substitutes. If there are insufficient numbers of new bus drivers to warrant a course offering every 90 days, it is the responsibility of the approved agency to make arrangements with an alternate approved agency to provide required training.
- Beginning Bus Driver Course must provide a minimum of 18 hours of instruction using the curriculum approved by the Michigan Department of Education. As part of the instruction, all drivers must have "hands-on experience", performing mirror adjustments, setting/lighting fuses, conducting bus evacuation drills, and loading and unloading passengers.
- Each approved agency and/or consortium agrees to use curriculum and training materials approved by the Michigan Department of Education in the training of school transportation personnel, and to provide said curriculum/training manual to each course participant. Duplication and printing cost of approved curriculum/training manuals and purchase of videos and other applicable training materials and resources are considered allowable instructional expenses of the agency approved by the Department to provide the training.

Each eligible agency functioning as the fiscal agent for a regional consortium must provide an authorized representative from each ISD member in the consortium. By signing the form, the participating eligible agency certifies that the information contained in the application is correct and complete and that the participating eligible agency has authorized the fiscal agent to file this application on its behalf. An ISD may only participate in one consortium.

- Each approved agency and/or consortium agrees to participate collaboratively with the Department and other approved agencies on the development of standardized curriculum designed to improve the knowledge, safe practices, and skill level of pupil transportation personnel.

Each approved agency and/or consortium is responsible for the selection of instructors/trainers employed or contracted by its agency to provide the school bus safety courses. Approved agencies and/or consortiums are responsible for ensuring that instructors/trainers employed or contracted by their agency have completed an instructor-training course and possess the necessary experience to teach school bus safety courses. All approved agencies are expected to work cooperatively with the Department and other approved agencies to ensure that all instructors receive the training necessary to ensure that the objectives, outcomes, and course content of the Michigan Department of Education approved curriculum are effectively taught and implemented.

- All trainers must successfully complete the Instructor Course for each course for which they have been qualified to teach. An Instructor Qualification card will be issued to each instructor upon completion of the course.
- Approved agency and/or consortium agrees to maintain records of all pupil transportation personnel trained with Section 74 State School Aid funding for a period of three (3) years following the school year in which training occurred, unless notified by the Department to retain records for a longer period of time due to resolution of an audit or investigation.
- Approved agency and/or consortium agrees to issue certificate of completion cards to each participant successfully completing approved courses.
- Approved agency and/or consortium agrees to submit a clear and concise description of the proposed training plan for the funded school year, including planned courses, projected dates, location(s), and the projected number of course participants per course, as an attachment to this application.
- Approved agency and/or consortium agrees that no Section 74 State Aid funds will be used for purposes other than those defined in Section 74 of the State School Aid Act, this application, and its criteria and instructions.
- Approved agencies agree to adhere to applicable state and/or federal procurement practices and standards, as are applicable when contracting for the development of curriculum and other purchases using state and/or federal funds.

For the purpose of computing compensation, an approved agency shall be reimbursed for the hourly rate allowed each school bus driver, not to exceed the hourly rate received for driving a school bus, and cost of instruction. The Department shall reimburse the approved agency to compensate the driver during the course of instruction. The payments shall be in an amount determined by the Department, not to exceed 75% of actual cost of instruction and driver compensation for each public or nonpublic school bus driver attending a course of instruction. Total funds awarded shall not exceed the amount annually appropriated for purposes of Section 74, subsection (2) of the State School Aid Act.

#### **ELIGIBLE APPLICANTS/TARGET POPULATION TO BE SERVED BY GRANT**

Eligible applicants include intermediate school districts and state-approved colleges and universities. Target population includes school bus drivers and supervisors.

#### **TOTAL FUNDS AVAILABLE**

\$1,625,000 (recommended at same level for 2005-2006 in proposed legislation)

#### **OFFICE ADMINISTERING GRANT/PROGRAM CONTACT**

Grant Coordination and School Support